

## **2.0 GETTING STARTED**



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### ***Software and Hardware Requirements***

The electronic submission of Financial Data Schedules and Data Collection Forms using the Financial Assessment Subsystem for PHAs (FASS-PH) requires computer resources and an Internet browser. The optimum software and hardware resources are recommended for efficiency, although users can operate with the minimum required resources.

#### **Optimum Hardware Resources**

Processor: Pentium II or higher  
RAM: 128 MB or higher  
Modem: DSL or Cable  
Video card: 256kb or higher  
Free hard drive space: 75MB

#### **Optimum Software Resources**

Operating System: Windows 98 or higher  
Standard Browser: Microsoft Internet Explorer<sup>1</sup> 6.0 SP1 with 128-bit (or Netscape<sup>2</sup> 4.79)  
PDF Reader: Adobe<sup>3</sup> Acrobat Reader 4.05 or higher

**— NOTE: Internet Explorer 6.0 SP1 is the standard browser for FASS-PH. However, FASS-PH continues to support Netscape 4.79. Users should not use versions of Internet Explorer or Netscape greater than those listed above. Internet Explorer 6.0 (128-bit) or Netscape 4.79 can be downloaded from the Internet. The procedures to download Internet Explorer 6.0 (128-bit) can be found at <http://www.microsoft.com/downloads>. For instructions on downloading Adobe Acrobat, please refer to the **Getting Started** chapter of this guide.**

#### **Minimum Hardware Resources**

Processor: 486  
RAM: 8 MB  
Modem: 14.4kb  
Video card: 256kb  
Free hard drive space: 50MB

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<sup>2</sup> Copyright© Netscape Communications Corporation.

<sup>3</sup> Copyright© 2000 Adobe Systems Incorporated.

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### Minimum Software Resources


Operating System: Windows 95

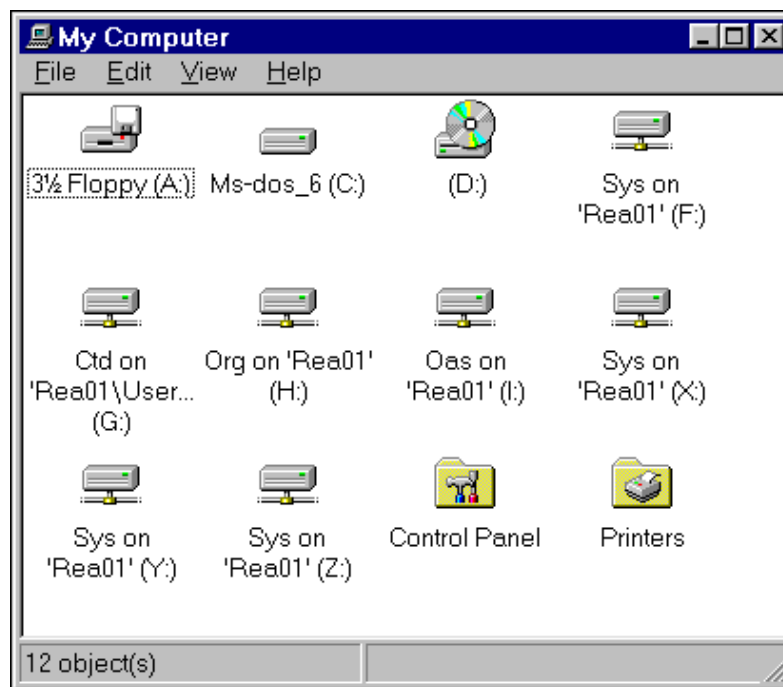
Browser: Microsoft Internet Explorer<sup>4</sup> 6.0 SP1 with 128-bit encryption (or Netscape<sup>5</sup> 4.79)

PDF Reader: Adobe<sup>6</sup> Acrobat Reader 4.05 or higher

### Checking Resources

*To check your PC's resources:*

1. From your desktop, double-click on the My Computer  icon. The **My Computer** window displays.



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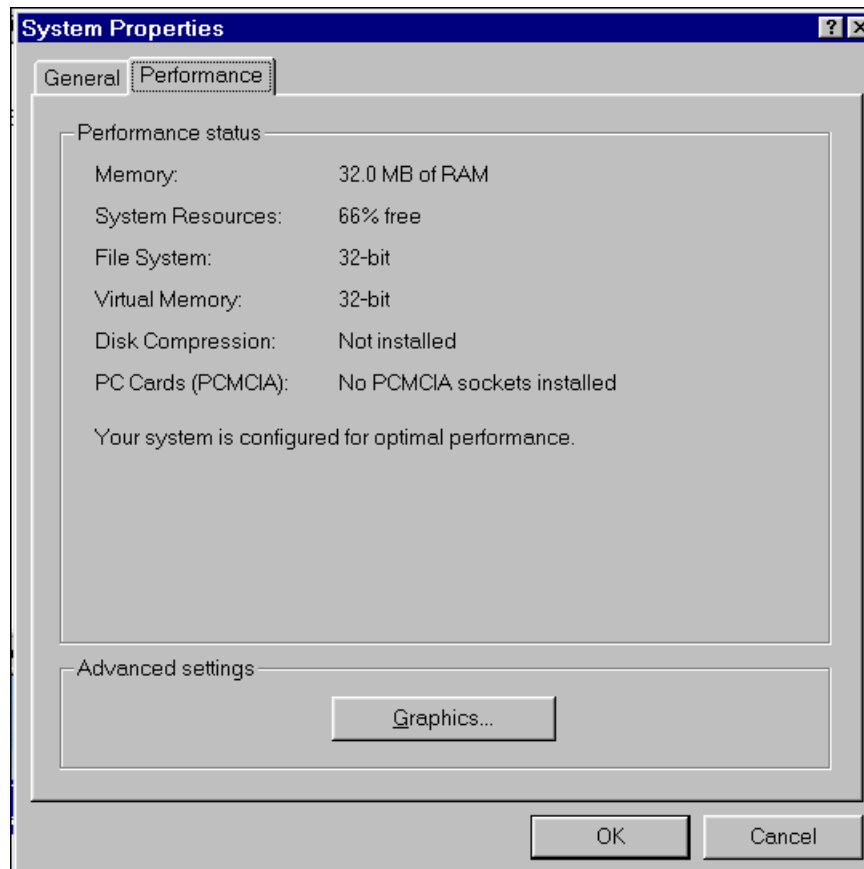
2. Double-click on the Control Panel  icon. The **Control Panel** window displays.





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3. Double-click on the System  icon. The **System Properties** window displays.



4. Click on the *General* and *Performance* tabs name to view the system properties and determine if your computer has the minimum requirements.
5. Click on the OK  button to close the window.
6. Click on the Close  control icon in the top right corner of each remaining window to close.



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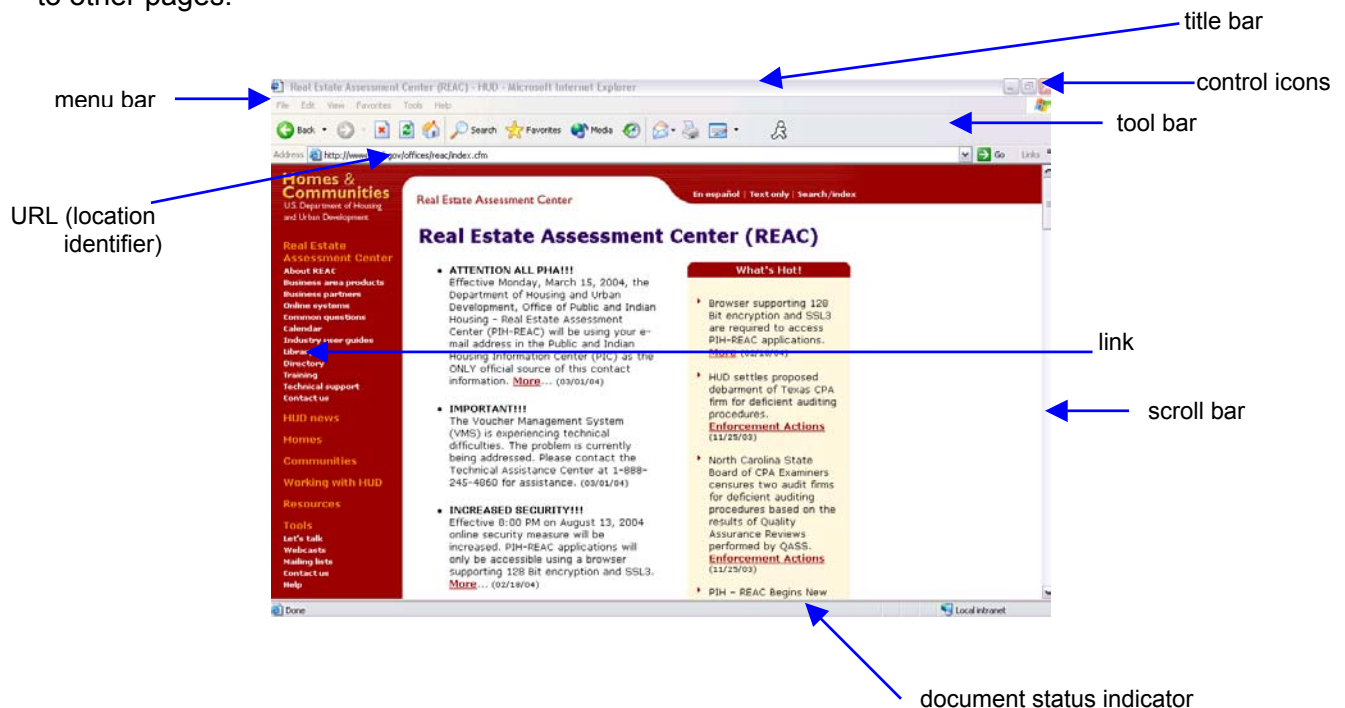
### Internet Basics

The Internet is a world-wide system of computer networks facilitating access to information and people. Using the Internet to access and use HUD's secure systems requires an Internet connection and a computer with a modem and Internet Explorer 6.0 SP1 or Netscape 4.79 browser application. A browser allows access to Web pages on the World Wide Web (www or the Web). The Web is a universally accepted standard for sharing information on the Internet. The Web consists of information organized into pages stored on computers physically located throughout the world.

— *NOTE: Microsoft Internet Explorer is used as the primary example browser in this guide.*

### Web Page

The Web page is a document or application with a unique address on the Web, including links to other pages.



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### **Title Bar**





The title bar at the top of the page displays the title of the document or application of the Web page that is active or currently displayed. When more than one window is open, the title bar of the active window is bold; the other open title bars appear faded.



### **Control Icons**

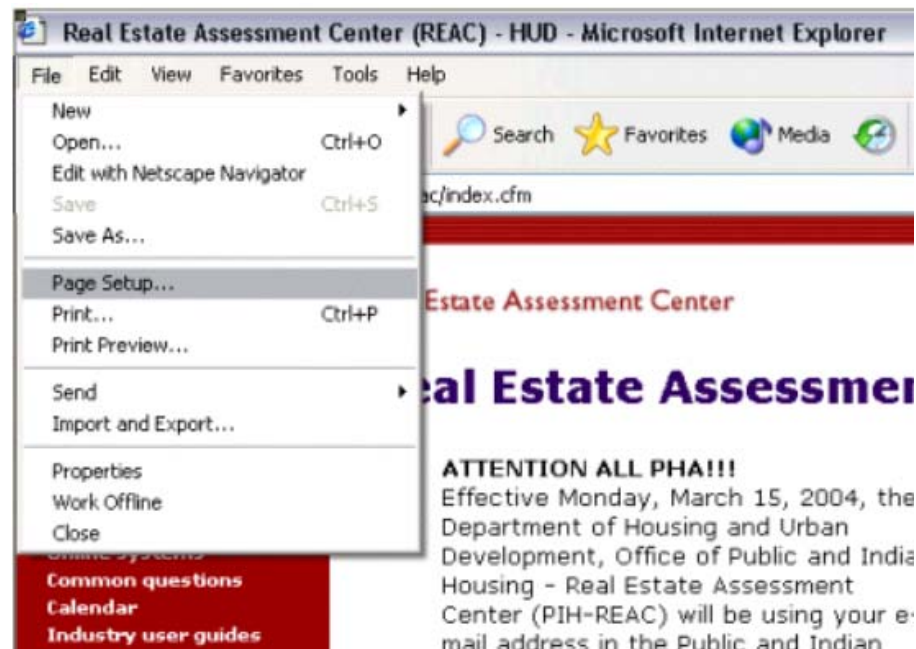
In the right corner of the title bar, there are three control icons.



With a mouse click, the Minimize  icon reduces or minimizes the window to the bottom of the page. To enlarge the window back to full size, click on the appropriately titled box at the bottom of the page. The Minimize/Maximize  icon reduces the window to a smaller size, allowing the user to view other open windows or the desktop. To enlarge the window back to full size, click on the Minimize/Maximize  icon again. The last control icon is the Close  icon. Clicking on this control icon closes the browser application (and the document or application open within the browser) and returns the user to the desktop.

### **Menu Bar**

The menu bar provides drop-down menus for browser functions. By placing the cursor over a menu item and clicking on it with a left mouse button, the drop-down menu appears. Highlight the appropriate menu function with the cursor to make a selection.





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Available menu functions are text items in bold. Menu functions that are not available appear faded and cannot be activated.

### **Tool Bar**



The tool bar consists of buttons representing browser functions.

Available functions are buttons with bold text and graphics. A tool bar button appears faded if the function is not available.

### **URL (Location Identifier)**

The unique location of the Web document or application is called the Uniform Resource Locator (URL). The URL is used to find a particular Web page among all the computers on the Internet. Enter the desired URL in the *Address* field and press the Enter key.



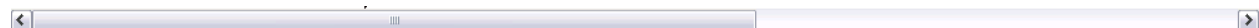
### **Links**



A link provides a method to move quickly from the current page to another Web page. Links are typically underlined, although they do not have to be. Click on a particular link, and it moves the user to that particular page. Once the link is accessed, it typically changes color to indicate the user has already accessed it once before.

### **Scroll Bar**





The horizontal and vertical scroll bars allow users to move around and view portions of the document that might not be visible on the screen.






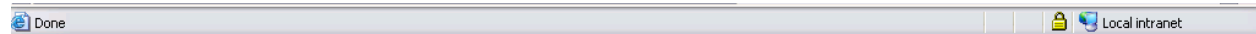
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To move around on a page, use the single arrow directional buttons (i.e., Left , Right , Up , Down  ). Users can also click on the scroll bar and slide to the desired location in the document.

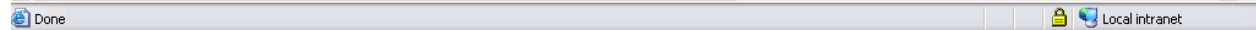
### **Document Status Indicator**

The browser logo indicates the status of the action being performed. If the browser is performing an action (for example, searching a database for information): the IE  logo on the top right hand corner appears to be moving, and the status indicator line at the bottom of the page describes the status (for example, "Opening Page https:// . . ."). Upon completion of the action, the logo returns to its static state, the Stop button appears faded, and the status indicator line reads "Done."





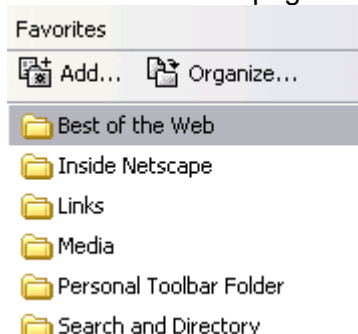
### **Security Status Indicator**

The Lock  icon indicates whether the Web page is secure or not. Some Web pages can be secured or blocked from other Internet users if the page contains sensitive information, such as financial or housing information. If the Lock is closed, the page is secure. If the Lock is open, it is not a secure Web page.



### **Favorites**

The Favorites  Favorites function is a browser tool that provides the user with quick access to a Web page. Once a Web page's title and location is marked as a favorite in the browser, the user does not have to remember and type in the URL or go through a series of links to access that page. To add a Favorite, click on Favorites icon or select Favorites from the tool. Select Add to Favorites or click on the  Add... to mark the page. The Web page location is added.



— NOTE: A Favorite feature is a convenient browser feature. The example shown here uses the Internet Explorer browser.



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All Favorites appear in list form under the Favorites option. Clicking on a favorite in that list takes the user directly to that page. *Note:* Users should **not** add the FASS-PH system pages to their favorites. As an alternative, users can add the PIH-REAC Online Systems page as the favorite (<http://www.hud.gov/offices/reac/online/reasyst.cfm>). From there, the user can navigate to the FASS-PH system.

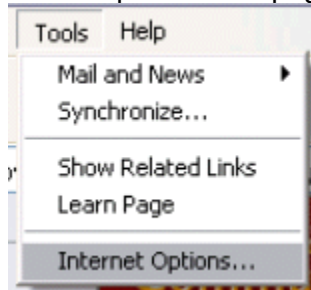
### ***Initial Browser Settings***

For FASS-PH to function properly, the user's Internet browser must be set to accept cookies. A "cookie" is a file automatically stored on the user's computer and/or to reload pages.

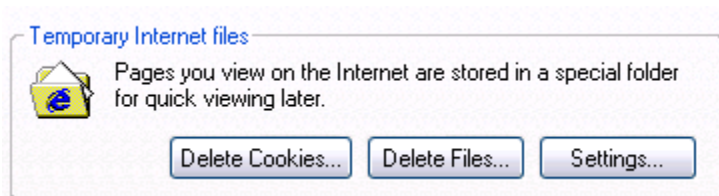
### **Internet Explorer Settings**

*To set the IE settings:*

1. From the desktop, double-click on your IE  browser icon. The initial **IE** page displays.
2. Click on Tools on the menu bar, at the top of the tab page, to view the list of options.

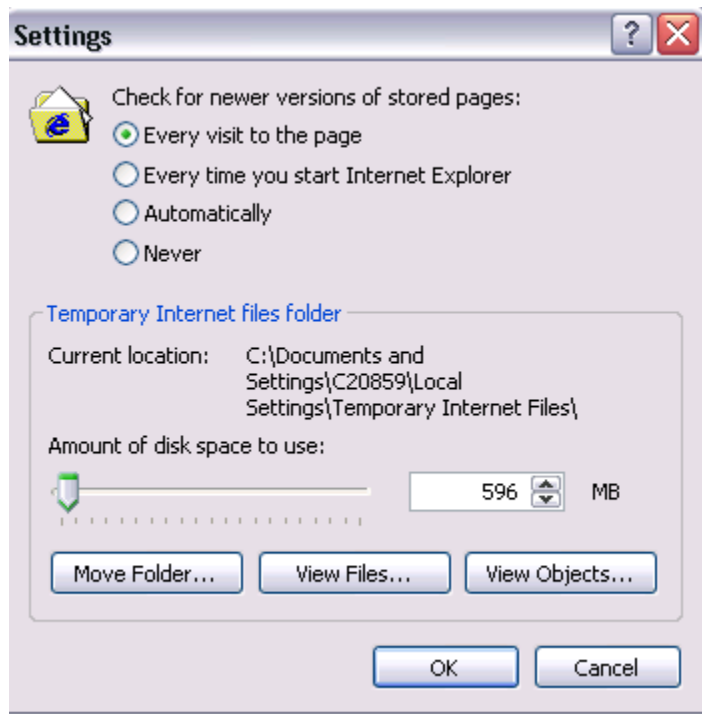


3. Click on Internet Options to select it. The **Internet Options** settings window displays.
4. Under the Temporary Internet Files section, click on the "Settings" button. The Settings preferences page displays.

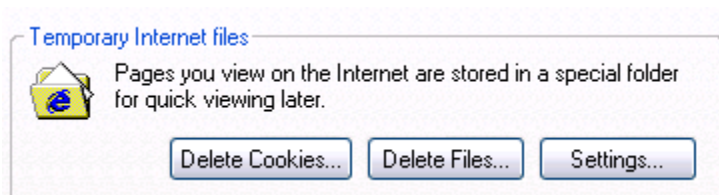


5. Under the "Check for newer versions of stored pages" heading, click on the "Every visit to the page" radio button and click OK.

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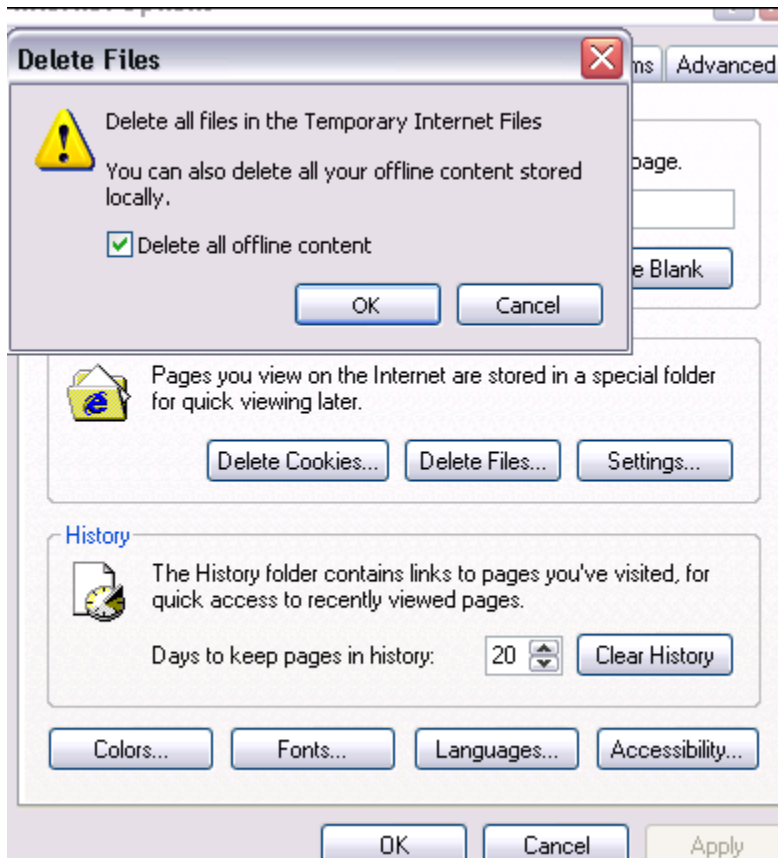
6. Under the Temporary Internet Files section, click on the "Delete Files" button.



7. Place a check mark in the "Delete all offline content" box. Click on the "OK" button to delete the temporary files.

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7. Click on the "OK" button to close the Internet Options window.
8. Close the browser completely.
9. Re-open the browser and access FASS-PH.




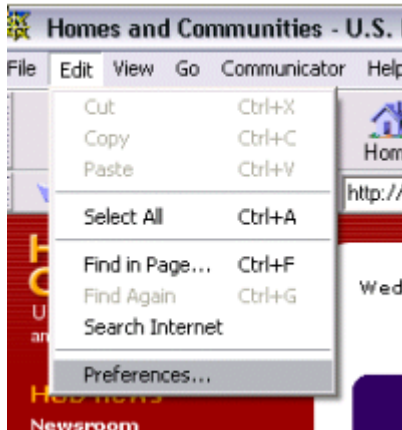
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### Netscape Settings

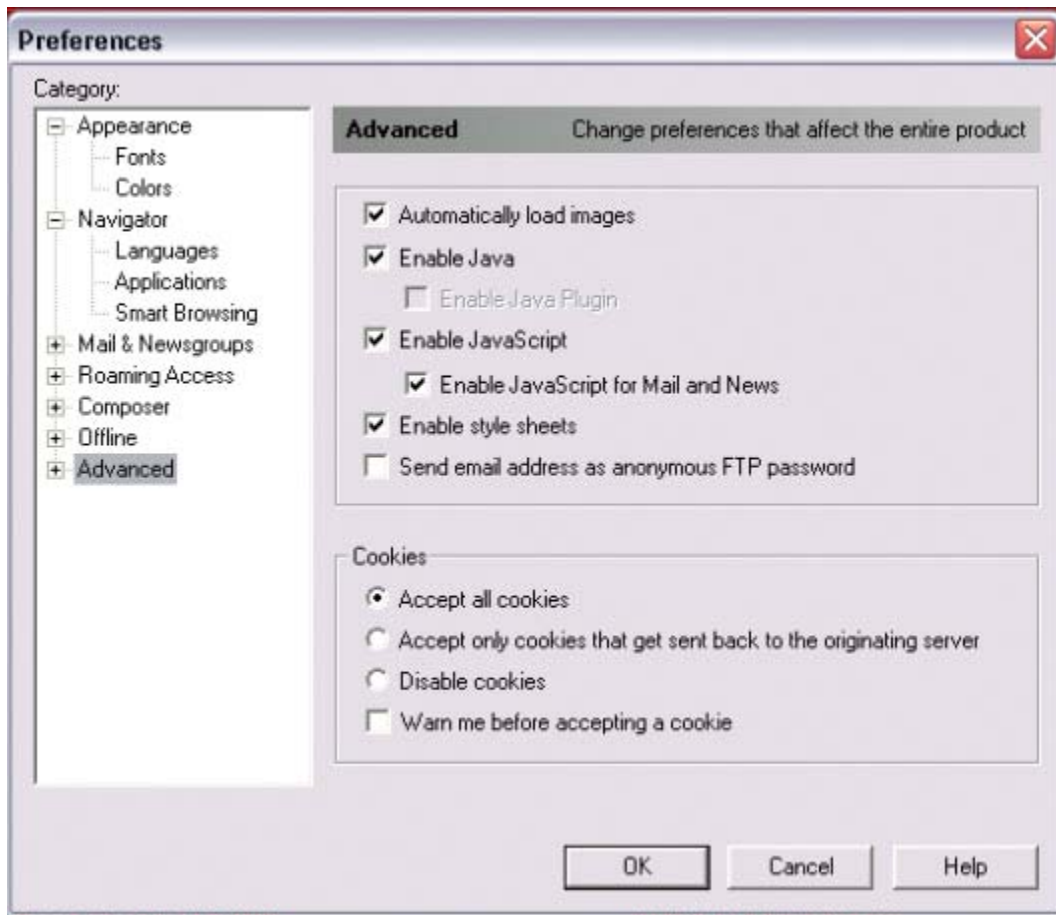
*To set the Netscape settings:*

1. Open the Netscape browser, by clicking the  icon.
2. Click on "Edit" on the menu bar (at the top of the browser) to view the list of edit options.

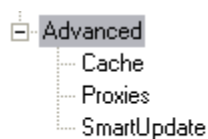


3. Click on the "Preferences" option to select it. The Preferences settings window displays.

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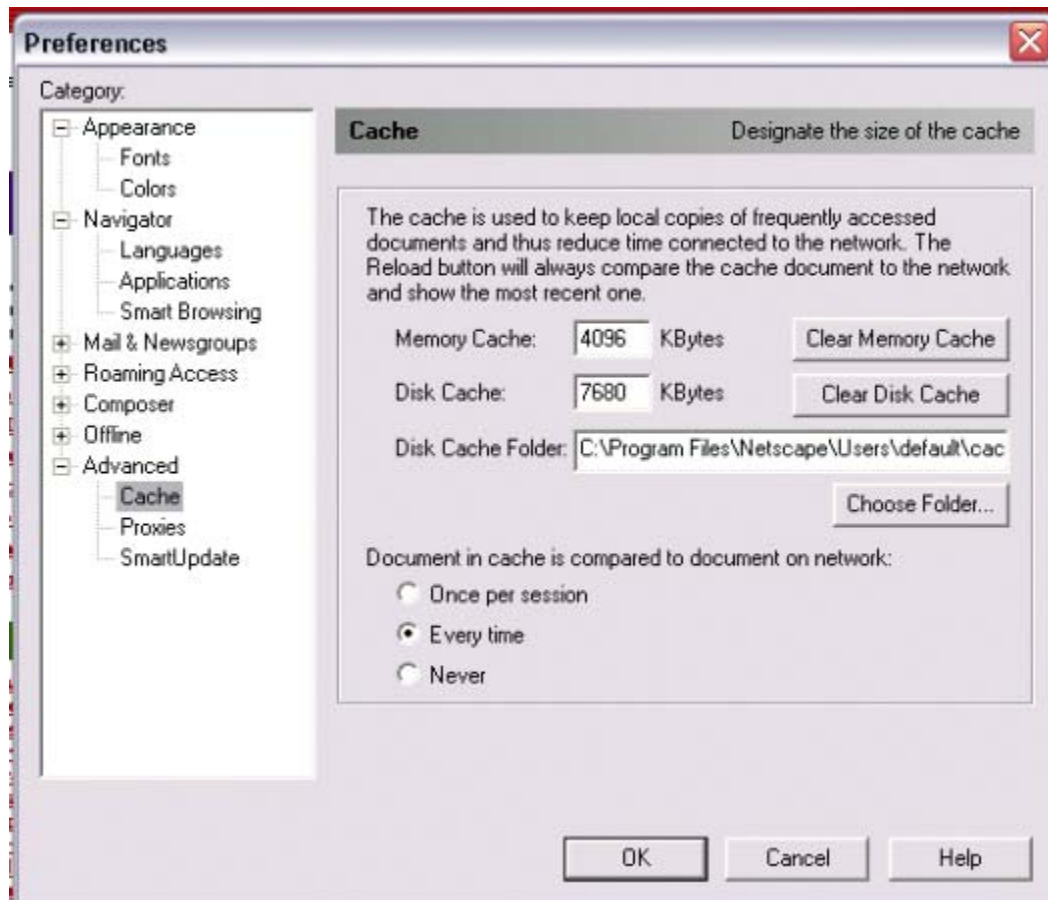


4. Double-click on "Advanced" in the Category list to select it. The Advanced preferences settings window displays.



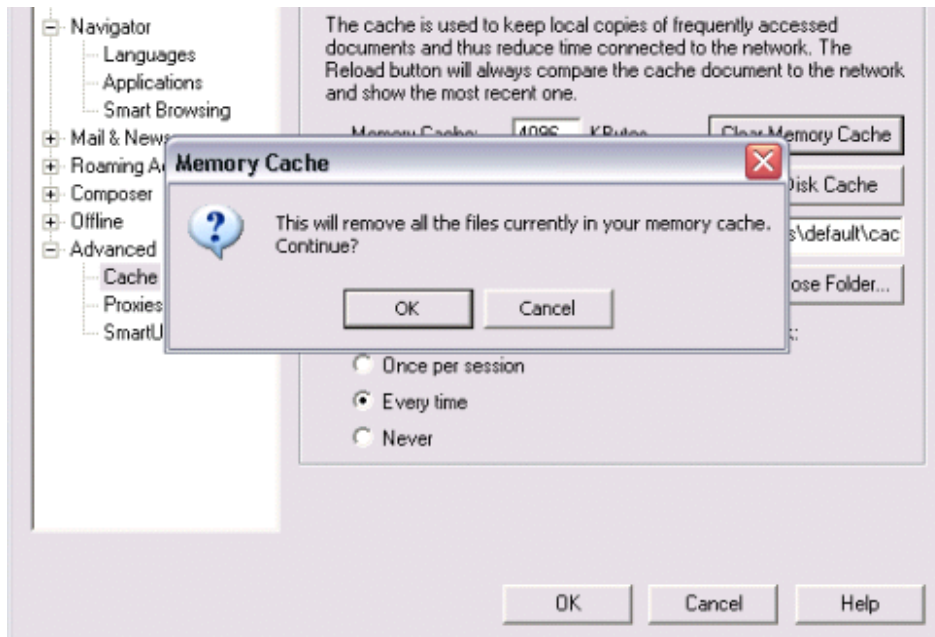
5. Then click on "Cache" under the Advanced Category list to continue to the Cache preferences settings window.

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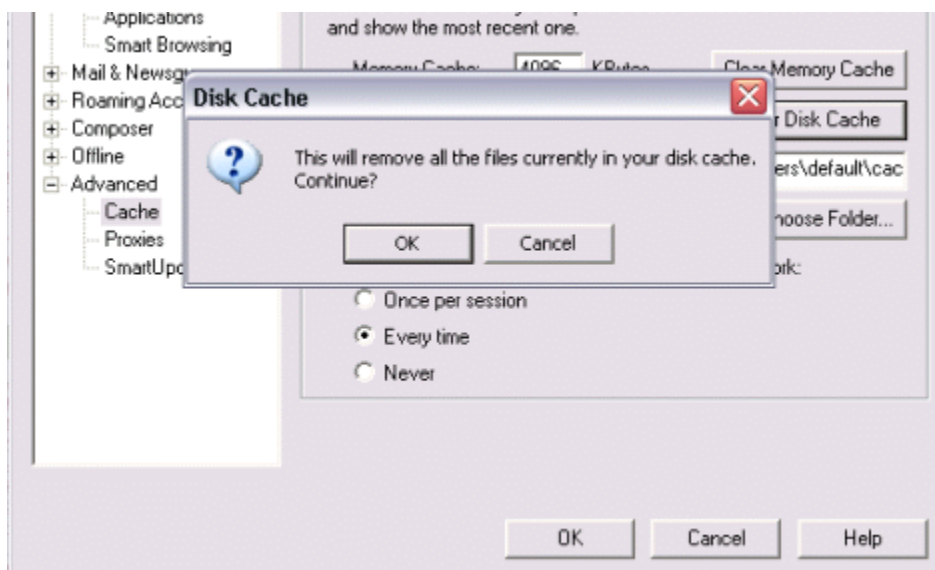


6. On the Cache Preferences window, click on the "Every time" radio button to set the browser to reload pages every time.
7. Clear the browser's memory cache by clicking the "Clear Memory Cache" button and then clicking the "OK" button.

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8. Clear the browser's disk cache by clicking the "Clear Disk Cache" button and then clicking the "OK" button.



9. Finally, click on the "OK" button to save the settings and close the window.
10. Close the browser completely.
11. Re-open the browser and access FASS-PH.

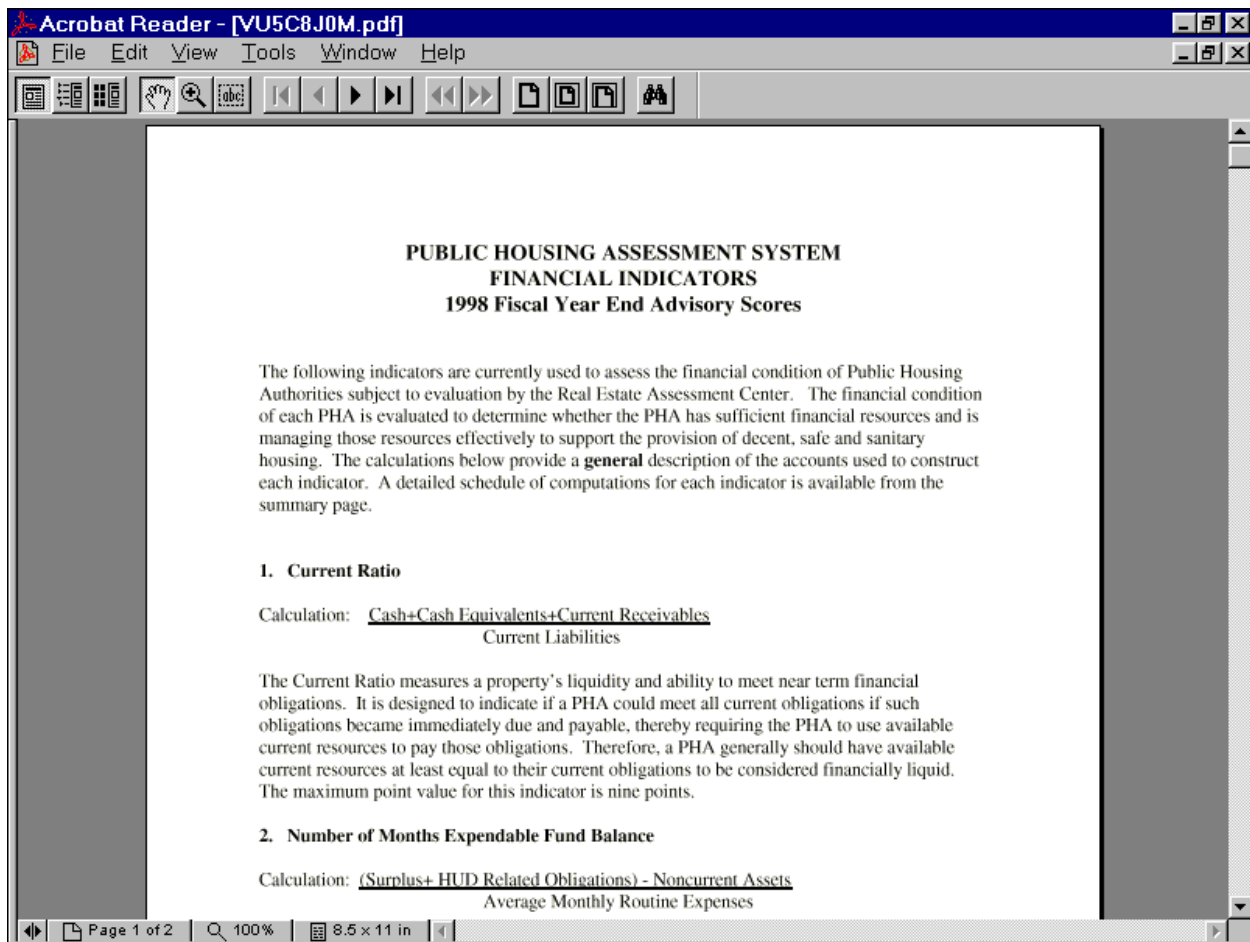




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### Viewing PDF Documents

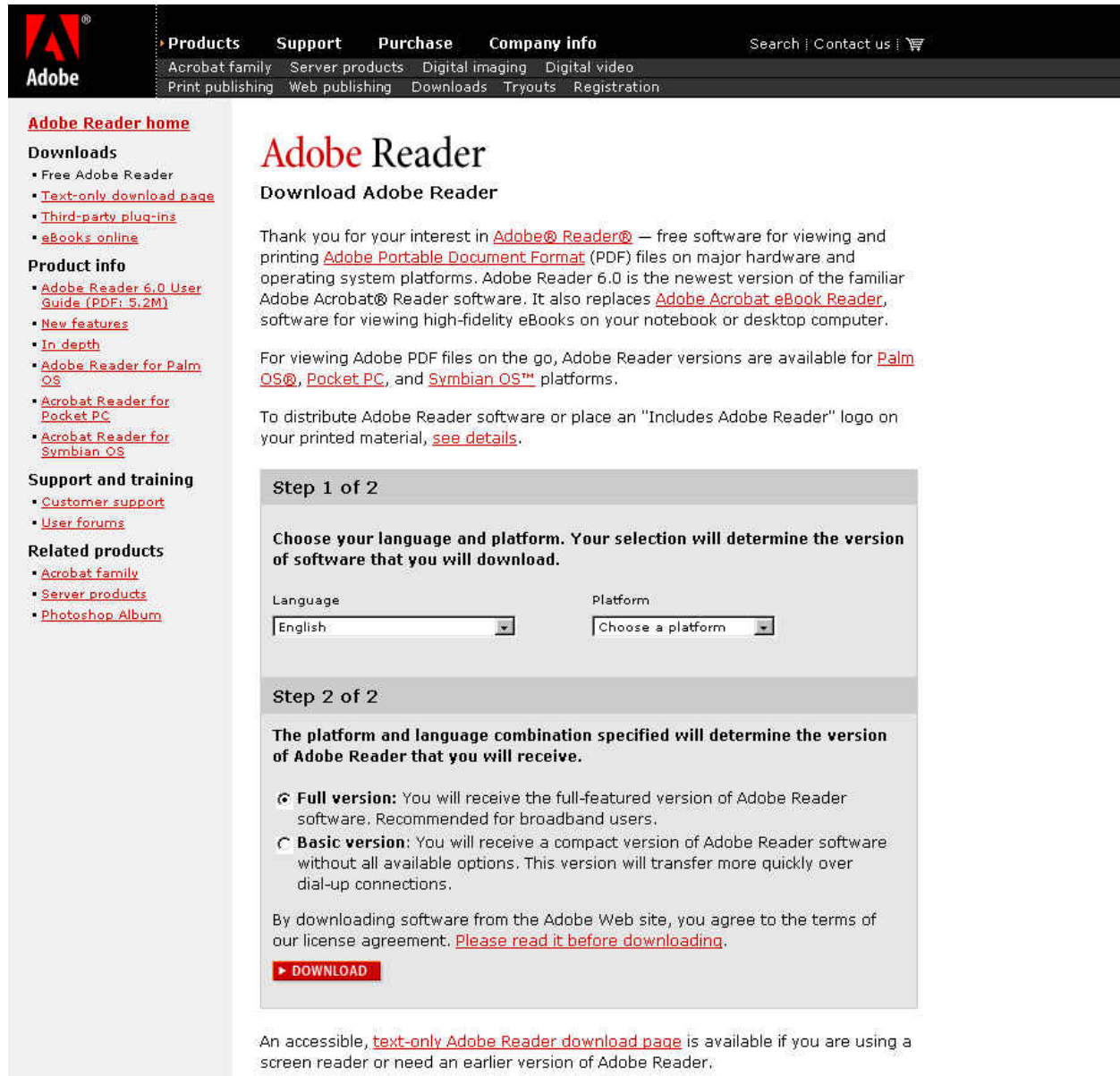
Some of the documents posted on the PIH-REAC Web pages are read-only files that require a pdf reader tool to view the documents. A reader application can be downloaded free of charge via a link on the **real estate assessment center** page.



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To download the pdf reader:

1. In your Internet browser, navigate to the Adobe Acrobat Reader download site (<http://www.adobe.com/products/acrobat/readstep2.html>). The Adobe Acrobat Reader page will display.



The screenshot shows the Adobe Reader download page. The top navigation bar includes links for Products, Support, Purchase, and Company info. The main content area is titled "Adobe Reader" and "Download Adobe Reader". It provides information about the software and offers a download link. The page is divided into two steps: Step 1 of 2 (Choose your language and platform) and Step 2 of 2 (The platform and language combination specified will determine the version of Adobe Reader that you will receive).

**Step 1 of 2**

Choose your language and platform. Your selection will determine the version of software that you will download.

Language:  Platform:

**Step 2 of 2**

The platform and language combination specified will determine the version of Adobe Reader that you will receive.

☒ **Full version:** You will receive the full-featured version of Adobe Reader software. Recommended for broadband users.

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